



## Night Audit – Full Time

Vibe Savoy Hotel Melbourne is looking for a dynamic and career driven individual to join our Front Office team as Night Auditor. Hours are 11pm to 7am & nights will vary.

Responsibilities include:

- Auditing and balancing all hotel transactions for the day
- Reporting
- Guest service and satisfaction
- Check in / check out
- Taking guest reservations
- Overnight room service
- Work as night manager when manager is on days off
- Guest / staff safety and security

The ideal candidates will possess:

- Excellent presentation, grooming and communication skills.
- Previous Front Office and/or night audit experience.
- Great numerical skills and time management
- Customer focus

This position offers the opportunity to develop in the offered role as well as the potential to advance at other Medina, Vibe and Travelodge Hotels throughout Australia & Adina Apartment Hotels in Europe.

Only short listed candidates will be contacted and only permanent residents will be considered.

**Have you got the Vibe?**

[www.togahotels.com.au](http://www.togahotels.com.au)

